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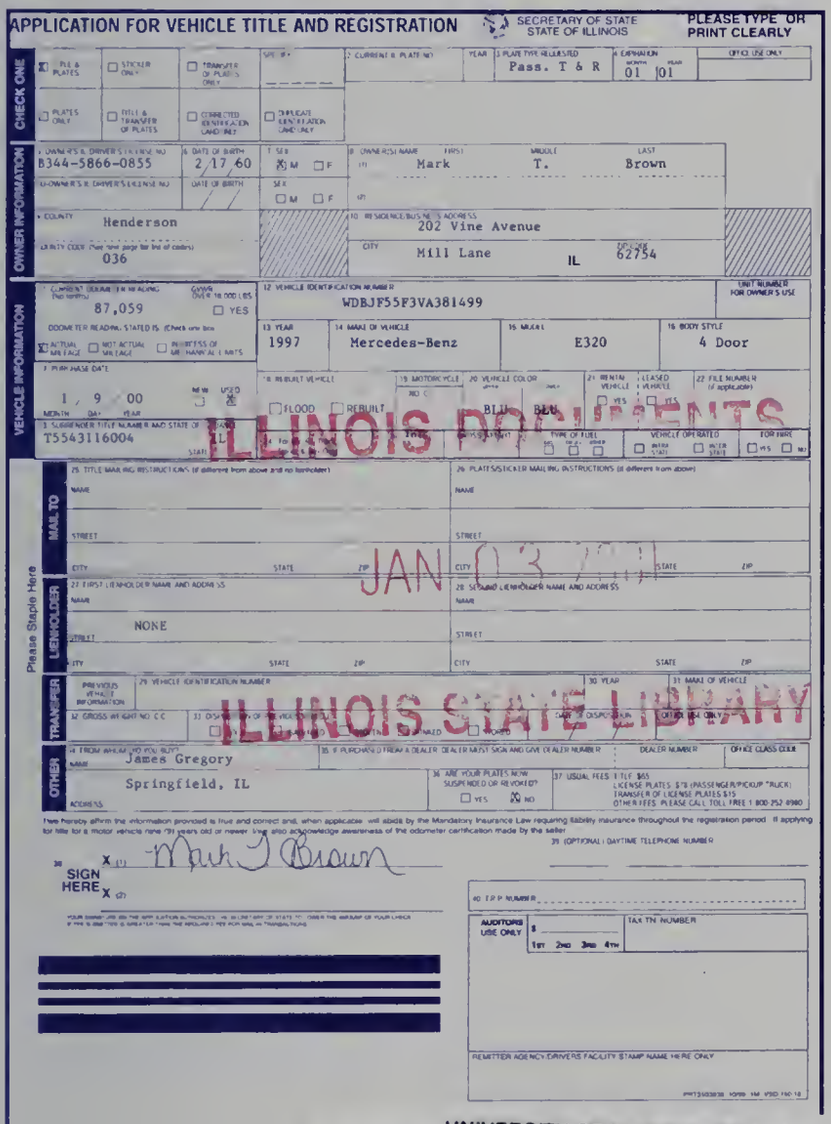
Vehicle Title and Registration

Tips for Properly Completing Your Applications


APPLICATION FOR VEHICLE TITLE AND REGISTRATION

SECRETARY OF STATE
STATE OF ILLINOIS

PLEASE TYPE OR PRINT CLEARLY

CHECK ONE

OWNER INFORMATION

VEHICLE INFORMATION

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Jesse White
Secretary of State

Accurate Applications Get Rapid Results

Dear Friends:

As Secretary of State, I am committed to providing courteous and efficient service to the people of Illinois.

Making sure you properly complete your vehicle title and registration applications will help my office process these items more quickly and efficiently. This brochure offers some time-saving tips on completing your applications accurately.

If you have further questions, please call my office's Vehicle Services Department toll-free at (800) 252-8980. Automobile dealers should call (217) 782-6877.

I look forward to serving you.

Sincerely,

Jesse White

JESSE WHITE
Secretary of State

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Title and Registration

An Application for Vehicle Title and Registration (VSD-190) must be completed for any plate-related transaction (title and plates, plates only, sticker only, title and transfer, transfer of plates only, corrected ID card or duplicate ID card).

An Application for Vehicle Title (VSD-330) must be completed for any transaction for title without plates (the vehicle will not be operated, duplicate title, junking certificate, corrected title or salvage certificate).

Both applications must be completed for a corrected ID card and a corrected title.

Vehicle/ownership information on the title must be the same as on the application. The buyer's name on the assignment area must be the same as on the application. The odometer reading must be certified on the back of the title along with the date of sale. The vehicle identification number on the title must match the number on the dash or door of the vehicle.

Tax must be paid on all vehicle sales between individuals. The amount of tax is based on the model year of the vehicle if the selling price is less than $15,000, or on the selling price if it is $15,000 or more.

Submit these forms to the Secretary of State along with your title/registration forms:

- **Tax Form RUT-50**, available at most Secretary of State facilities.
- **Tax payment** (separate check, draft or money order payable to the Illinois Department of Revenue).
- **Title and/or registration fees**, payable to the Secretary of State.

Do not send tax payment to the Department of Revenue. See **Form RUT-50** for tax fees, or call the Department of Revenue toll-free at (800) 732-8866 in Illinois or (217) 782-3336.

If a recently purchased vehicle has not been titled or registered in this state, either RUT-25 (if purchased from a dealer) or RUT-50 (if purchased from an individual) and any applicable tax (payable to the Department of Revenue) must accompany the application.

Vehicles purchased from an Illinois dealer are subject to vehicle sales tax. The dealer must submit the **Sales Tax Transaction Return** (ST-556 Tax Form) to the Secretary of State, along with the tax check (payable to the Department of Revenue), the **Application for Title and Registration**, the surrender document and title and registration fees (payable to the Secretary of State).

Transferring Plates

Make sure the **correct vehicle information** and **number** of the plate being transferred appear on the application in the proper area.

Check **Transfer** or **Title and Transfer** if transferring current plates.

Enclose the MOST RECENT **vehicle registration identification card** for the license plate number being transferred.

If the new vehicle will be owned by one person but the last vehicle was registered in two or more names, the individuals whose names will **not** appear as owners on the new vehicle must **release their interest** in the license plates being transferred in writing and sign the statement.

License plates cannot be transferred from one person or business to another unless the transferring parties are the same person. A letter (on company letterhead if applicable) must be included with the application.

If a company incorporates, the firm is considered a separate, incorporated entity, and plates cannot be transferred from the original company.

Corrected Title

A vehicle **title** must be corrected before the **registration** record can be corrected. Use an **Application for Vehicle Title** (VSD-330) marked "CORRECTED." A separate application (VSD-190) is required for the corrected registration. Submit the **original title,** not a photocopy, along with the application(s).

A title must be corrected when:

- a name is changed,
- another name is added or removed *(a release of interest must accompany the application)*,
- a joint owner dies *(a certified copy of the death certificate must accompany the application)*,
- an error occurs on the title,
- registration or removal of a lien occurs *(a lien release statement must accompany the application)*, or
- a company name is changed.

For more information, call (217) 782-6306.

Title and Registration Fees

Title only	**$ 65**
Duplicate Title	**$ 65**
Junking Certificate	**$ 0**
Corrected Title	**$ 65**
Salvage Certificate	**$ 4**
Transfer	**$ 15**
Corrected Identification Card	**$ 3**
Corrected Registration Card	**$ 3**

Application Checklist

Following is a checklist for completing a vehicle title, registration or sticker renewal applications.

- ☑ Do **signatures** and **names** agree? If there are two or more owners, are all signatures on the application?
- ☑ If the applicant is a Jr. or Sr., is it indicated at the top of the application AND in the signature area of the application?
- ☑ If the application is for a company or a corporation, is the **name** listed correctly and does it include **Inc.** if it is part of the name?
- ☑ For a leased vehicle (*one-year or longer contract*), does the application clearly state the names of the **lessor** (*leasing agency*) and the **lessee**? The lessor must be listed first and then the individual leasing the vehicle. If the lessee is maintaining registration, complete **two applications**, one for **title only** (VSD-330) in the lessor's name and one for **registration only** (VSD-190) in the lessee's name.
- ☑ For a rental vehicle (*less than one-year contract*), a separate **Certificate of Insurance** must be included with the application. A signature verifying that the vehicle is covered by insurance must appear on the application.
- ☑ Is the owner(s) name and address information typed or printed legibly on the application?
- ☑ Is the **vehicle information** (year, make and vehicle identification number) typed or printed legibly on the application?
- ☑ If transferring plates, are **both** the new and old vehicle information on the application?
- ☑ Is the most recent **vehicle registration card** enclosed?
- ☑ For a truck or trailer, has the **correct fee** been included for the vehicle's weight?
- ☑ For a tractor-trailer combination, is the **body type** labeled "Tractor?" This identification is necessary for truck-tractor plates.
- ☑ Has current odometer reading been entered in the appropriate box?

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